

☒ Original ☐ Amendment
LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives
111th Congress

2010 APR 14 AM 11:51

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

OFFICE OF CLERK OF THE HOUSE
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type):

Aaron M. Popelka

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:

Aaron M Popelka

DATE:

4-13-2010

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER:

Jerry Moran

SIGNATURE OF SUPERVISING MEMBER:

Jerry Moran

DATE:

4-13-2010

☒ Original ☐ Amendment

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Aaron M. Popelka
2. a. Name of Accompanying Family Member (if any): —
- b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): —
3. a. Date of Departure and Date of Return: March 28, 2010 - April 1, 2010
- b. Dates at personal expense (if any): —
4. Itinerary (cities of departure – destination – return): Washington, DC - Havana, Cuba - Washington, DC
5. Sponsor(s) (who paid for the trip): Center for Democracy in the Americas
6. Describe meetings and events attended (attach additional pages if necessary): see attached
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
- a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
- b. ☒ the Traveler Form completed by the employee; **and**
- c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☐
- b. If not, explain: see attached
9. TRAVEL EXPENSES: Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$ 1,301.40	\$ 420.00	\$ 305.00
For accompanying family member:			
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:	\$ 70	VISA	
For accompanying family member:	\$ 31	Departure Tax	

Cuba Fact-Finding Trip
Center for Democracy in the Americas
March 28 – April 1, 2010

6.) *Describe the meetings and events attended (attach additional pages if necessary):*

- Tour of the Latin American Medical School
 - Discussed Cuba's health care system and possible collaboration between the U.S. and Cuba in the medical field
- Meeting with officials of the Ministry of Foreign Relations
 - Discuss bilateral relations and Cuba's foreign policy.
- Visit with the crew of the U.S. ship "Amistad" docked in Old Havana
 - We met with the crew of a U.S. ship visiting Havana to discuss the importance of non-governmental cooperation between the U.S. and Cuba on historical and cultural projects.
- Walking tour of Old Havana.
 - The tour focused on colonial architecture, renovations, the importance of being a UNESCO world heritage site and analyzing the role of private entrepreneurs.
- Dinner at La Fontana with Reuters reporter Marc Frank.
 - Mr. Frank is a specialist on the Cuban economy and discussed economic reforms made under the leadership of Raul Castro, trade between the U.S. and Cuba and other current events.
- Meeting with members of the Cuban National Assembly
 - Members of the Assembly described Cuba's political system and commented on bilateral relations with the United States.
- Ministry of Tourism
 - We discussed the country's infrastructure and potential changes in Cuban tourism.
- Lunch with architect and urban planner Miguel Coyula
 - Mr. Coyula described current debates in intellectual circles about opening up political space in Cuba, and issues regarding urban planning in Havana.
- Meeting at the Ministry of Basic Industries
 - We discussed oil exploration, Cuba's "energy revolution" and the Cuban economy in general.
- Breakfast in the homes of Cubans who rent "casas particulares," bed and breakfasts for tourists
 - We met with Cubans involved in renting rooms and preparing meals for foreigners to discuss the economic and social implications of their involvement in private enterprise.
- Meeting with farmers in Viñales
 - We met with farmers in the province of Pinar del Rio to discuss recovery from the 2008 hurricanes and reforms in the agricultural sector.
- Tour of farm in Viñales
 - We toured a farm to discuss crop cycles and rural life in Cuba.
- Meeting with the U.S. Interests Section in Havana
 - We discussed bilateral relations and U.S. policy toward Cuba.

- Meeting at the residence of Norwegian Ambassador Jan Tore Holvik
 - We discussed bilateral relations between Norway and Cuba and current events on the Island.

8b.) *I represent that I participated in each of the activities reflected in the sponsor's agenda. If not, explain:*

For the reasons outlined below, several of the meetings listed on the proposed itinerary did not happen or were slightly altered. Our flight arriving to Havana Sunday evening was delayed by over two hours, which set off a series of meeting changes. Similarly, the Cuban government added two meetings to our agenda, which forced us to slightly alter the schedule. We did our best to maintain the schedule as close to possible as the original agenda; and replaced canceled or altered meetings with similar meetings.

Altered/unfulfilled meetings:

- Dinner with Dr. Carlos Alzugaray Treto, Center for Studies of the United States, to discuss bilateral relations between Cuba and the U.S.
 - Our flight arriving to Havana Sunday evening was delayed by over two hours, forcing us to cancel dinner with Mr. Treto. We were unable to reschedule.
- Breakfast with Humberto Miranda, researcher from the Institute of Philosophy and Professor to American students studying in Cuba.
 - Our flight arriving to Havana Sunday evening was delayed by over two hours, making arrival that evening very late. We had to cancel breakfast to allow sufficient time to sleep. We were unable to reschedule.
- Lunch at Hotel Nacional with Gail Reed, International Director, MEDICC
 - The Cuban government added two meetings to our schedule on Monday and Tuesday, making it impossible to meet with Ms. Reed.
- Meeting with Rafael Hernandez, editor of Temas
 - Mr. Hernandez had a stomach ailment and canceled the meeting with us at the last minute.
- Meeting with Orlando Marquez, Spokesman for the Catholic Church for perspective on current situation, human rights, and the church's role in society.
 - Mr. Marquez was also sick and forced to cancel his meeting with us at the last minute.
- Breakfast with University of Havana economist Jorge Mario Sanchez. Mr. Sanchez is an expert in economic relations between the U.S. and Cuba.
 - Mr. Sanchez did not receive the necessary permission from the University of Havana to speak with us.

Added Meetings:

- Visit with the crew of the U.S. ship "Amistad" docked in Old Havana
 - We met with the crew of a U.S. ship visiting Havana to discuss the importance of non-governmental cooperation between the U.S. and Cuba on historical and cultural projects.

- Ministry of Tourism
 - We met with the Ministry of Tourism to discuss the country's infrastructure and potential changes in Cuban tourism.
- Breakfast in the homes of Cubans who rent "casas particulares," bed and breakfasts for tourists
 - We met with Cubans involved in renting rooms and preparing meals for foreigners to discuss the economic and social implications of their involvement in private enterprise.
- Meeting with farmers in Viñales
 - We met with farmers in the province of Pinar del Rio to discuss recovery from the 2008 hurricanes and reforms in the agricultural sector.
- Tour of farm in Viñales
 - We toured a farm to discuss crop cycles and rural life in Cuba.

Cuba Fact-Finding Trip
Center for Democracy in the Americas
March 28 – April 1, 2010

Sunday, March 28

- 11:10 a.m. JetBlue flight # 307 Washington, DC Dulles (IAD) – Fort Lauderdale, arriving in FLL at 1:52
- Transportation from Fort Lauderdale Airport to Miami International Airport
- 8:00 p.m. Cuba Travel Services flight TA8331 Miami to Havana – arriving in Havana at 9:00 pm
- 10:00 p.m. Check-in, briefing and dinner

Monday, March 29

- 9:00 a.m. Meeting with officials from Alimport, the entity responsible for all commercial trade with the United States, to discuss current and future trade opportunities.
- 11:30 a.m. Tour of the Latin American Medical School, meet with US students who are currently enrolled there.
- 1:30 p.m. Lunch with the group at El Ajibe
- 2: 30 p.m. Meeting with officials of the Ministry of Foreign Relations
- 4:00 p.m. Visit with the crew of the U.S. ship “Amistad” docked in Old Havana
- 4:30 p.m. Walking tour of Old Havana. The tour focused on colonial architecture, renovations, the importance of being a UNESCO world heritage site and analyzing the role of private entrepreneurs. It will also explore rural to urban migration and city demographics.
- 7:30 p.m. Dinner at La Fontana with Reuters reporter Marc Frank. Mr. Frank is a specialist on the Cuban economy and discussed economic reforms made under the leadership of Raul Castro, trade between the U.S. and Cuba and current events.

Tuesday, March 30

- 9:00 a.m. Meeting with members of the Cuban National Assembly
- 11:00 a.m. Meeting with the Ministry of Tourism
- 12:00 p.m. Lunch at Templete with architect and urban planner Miguel Coyula
- 3:00 p.m. Visit to Old Havana’s arts and crafts market
- 4:00 p.m. Meeting at the Ministry of Basic Industries to discuss oil exploration, the energy revolution and the Cuban economy in general.
- 8:00 p.m. Dinner at Don Tomas restaurant in Viñales

Wednesday, March 31

- 9:00 a.m. Breakfast in the homes of Cubans who rent “casas particulares,” bed and breakfasts for tourists
- 10:00 a.m. Meeting with farmers in Viñales to discuss recovery from the 2008 hurricanes and reforms in the agricultural sector
- 11:00 a.m. Tour of farm in Viñales
- 3:00 p.m. Meeting with the U.S. Interests Section in Havana
- 6:00 p.m. Meeting at the residence of Norwegian Ambassador Jan Tore Holvik
- 8:00 p.m. Dinner with the group at the Hotel Nacional

Thursday, April 1

- 8:30 a.m. Depart for the airport
- 9:00 a.m. Check-in at airport for 11:00 a.m. Cuba Travel Services flight # TA8306 from Havana to Miami – arriving in Miami at 12:00 p.m.
- 3:25 p.m. American Airlines flight # 734 Mia to DCA – arriving to DCA at 5:50 p.m.

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): Center for Democracy in the Americas
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box): ☒ 4
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary):
See attached
6. Dates of travel: March 28 - April 1, 2010
7. Cities of departure - destination - return: Washington, DC - Havana, Cuba - Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. N/A - I checked 9(a) or (b) above: ☐
 - b. One-night's lodging and meals are being offered: ☐ or
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (Signify that the statement is true by checking box): ☒ or
 - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
As part of the Center for Democracy in the Americas core program it leads fact-finding missions to Cuba.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
We will travel by air in a commercial aircraft and coach class.
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (Signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒
 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \$50/day
16. Reason for selecting the location of the event or trip: to understand the importance and culture of U.S. policy toward Cuba.
17. Name of hotel or other lodging facility: Hotel Nacional
(see attached)
18. Cost per night of hotel or other lodging facility (approximate cost may be provided):
- see attached -
19. Reason(s) for selecting hotel or other lodging facility: location, facilities
(see attached)

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$900	\$ 604	\$ 230
For each accompanying family member			

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$ 100	translator and airport taxes
For each accompanying family member		

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name and title: Sarah Stephens, Executive Director

Organization: Center for Democracy in the Americas

Address: P.O. Box 53106; Washington, DC 20009

Telephone number: 202-234-5506

Fax number: 202-234-5508

Email Address: Sarah@democracyinamericas.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

Cuba Fact-Finding Trip
Center for Democracy in the Americas
March 28 – April 1, 2010

Sunday, March 28

- 11:10 a.m. JetBlue flight # 307 Washington, DC Dulles (IAD) – Fort Lauderdale, arriving in FLL at 1:52
- Transportation from Fort Lauderdale Airport to Miami International Airport
- 6:00 p.m. Cuba Travel Services flight TA8331 Miami to Havana – arriving in Havana at 7:30 pm
- 8:00 p.m. Check-in, briefing and dinner
- 9:00 p.m. Dinner with Dr. Carlos Alzugaray Treto, Center for Studies of the United States, to discuss bilateral relations between Cuba and the U.S.

Monday, March 29

- 8:30 a.m. Breakfast with Humberto Miranda, researcher from the Institute of Philosophy and Professor to American students studying in Cuba.
- 10: 30 a.m. Meeting with officials of the Foreign Ministry of Cuba
- 12:30 p.m. Lunch at Hotel Nacional with Gail Reed, International Director, MEDICC
- 3:00 p.m. Walking tour of Old Havana with architect and urban planner Miguel Coyula. The tour will focus on colonial architecture, renovations, the importance of being a UNESCO world heritage site and analyzing the role of private entrepreneurs. It will also explore rural to urban migration and city demographics.
- 4:30 p.m. Meeting with Rafael Hernandez, editor of Temas
- 6:30 p.m. Reception with members of the Cuban National Assembly and Ricardo Alarcon, President of Cuba's National Assembly
- 10:00 p.m. Optional: Stroll on Avenida de los Presidentes to speak with young Cubans and get a look at Cuba's youth alternative-culture.

Tuesday, March 30

- 8:30 a.m. Breakfast with Chief of U.S. Interests Section Jonathon Farrar.
- 10:00 a.m. Tour of the Latin American Medical School, meet with US students who are currently enrolled there.
- 11:30 a.m. Meeting with officials from Alimport, the entity responsible for all commercial trade with the United States, to discuss current and future trade opportunities.
- 2:00 p.m. Meeting at Cuba's Ministry of Basic Ministries to discuss oil exploration, the energy revolution and the Cuban economy in general.

- 4:00 p.m. Site visit to working class community of Pogolotti, visit women-run community center, observe community public works projects, and walk through neighborhood. The tour will be led by community organizers.
- 7:00 p.m. Dinner at La Guarida, a privately-run restaurant in a home; also the setting of the film "Strawberries and Chocolate" with Norwegian Ambassador Jan Tore Holvik and Caitlin Jones, embassy of Great Britain.

Wednesday, March 31

- 9:00 a.m. Ferry across the bay to Regla, to meet with Santeria priests and community leaders. Santeria is an African influence religion prominent on the island. The visit will focus on religious rights and the relationship between Santeria worshippers and the government.
- 12:00 p.m. Lunch at Templete with Reuters reporter Marc Frank. Mr. Frank is a specialist on the Cuban economy and will discuss economic reforms made under the leadership of Raul Castro, trade between the U.S. and Cuba and current events.
- 2:00 p.m. Visit monthly farmers' market in the Plaza of the Revolution, where farmers from across the island come to sell their surplus (after state quota) produce. We will be accompanied by Reuters reporter Marc Frank who will explain the history of the farmers' markets which were first introduced in the early 1990s. He will explain the economic impact of the farmers' market on the agricultural sector.
- 3:30 p.m. Meeting with Orlando Marquez, Spokesman for the Catholic Church for perspective on current situation, human rights, and the church's role in society.
- 6:30 p.m. Dinner with Shasta Darlington of CNN and Esteban Israel of Reuters

Thursday, April 1

- 7:30 a.m. Breakfast with University of Havana economist Jorge Mario Sanchez. Mr. Sanchez is an expert in economic relations between the U.S. and Cuba.
- 9:00 a.m. Check-in at airport for 11:00 a.m. Cuba Travel Services flight # TA8306 from Havana to Miami – arriving in Miami at 12:00 p.m.
- 3:25 p.m. American Airlines flight # 734 Mia to DCA – arriving to DCA at 5:50 p.m.

Cuba Fact-Finding Trip
Center for Democracy in the Americas
March 28 – April 1, 2010

5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary):
- Marilyn Dillihay, Chief of Staff, Congressman Steve Cohen
 - o Ms. Dillihay advises her boss in a variety of capacities, including U.S. foreign policy. By traveling to Cuba she will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Talia Dubovi, Counsel, House Oversight and Government Reform Committee
 - o Ms. Dubovi advises the House Oversight and Government Reform Committee on issues pertaining to national security and foreign affairs. By traveling to Cuba she will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Dave Grimaldi, Senior Counsel, Office of Majority Whip James E. Clyburn.
 - o Mr. Grimaldi advises his boss in a variety of capacities, including U.S. foreign policy. By traveling to Cuba he will be able to better analyze the implications of current U.S. policy toward Cuba.
 - John Hughes, Senior Policy Advisor, Office of House Majority Leader Steny Hoyer
 - o Mr. Hughes advises his boss in a variety of capacities, including U.S. foreign policy. By traveling to Cuba he will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Tyler Jameson, Legislative Assistant, House Committee on Agriculture
 - o Mr. Jameson advises the House Committee on Agriculture on trade relations between the United States and Cuba. By traveling to Cuba he will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Julia Massimino, Chief of Staff, Congressman Howard Berman
 - o Ms. Massimino advises her boss in a variety of capacities, including U.S. foreign policy. By traveling to Cuba she will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Alex Perkins, Trade Counsel, House Ways and Means Committee
 - o Mr. Perkins advises the House Ways and Means Committee on trade issues. By traveling to Cuba he will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Aaron M. Popelka, Chief Counsel, Office of Congressman Jerry Moran
 - o Mr. Popelka advises his boss on agriculture, energy and trade issues. By traveling to Cuba he will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Michael Shank, Communications Director, Congressman Mike Honda
 - o Mr. Shank advises his boss on foreign policy issues, including U.S. policy toward Cuba. By traveling to Cuba he will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Jonathan Stivers, Senior Adviser, House Office of Speaker Nancy Pelosi

- Mr. Strivers advises his boss in a variety of capacities, including U.S. foreign policy. By traveling to Cuba he will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Ann Vaughan, Legislative Aide, Congresswoman Nita Lowey
 - Ms. Vaughan advises her boss on U.S. foreign policy. By traveling to Cuba she will be able to better analyze the implications of current U.S. policy toward Cuba.
 - Kate Winkler, Chief of Staff, Congressman Joseph Crowley.
 - Ms. Winkler advises her boss in a variety of capacities, including U.S. foreign policy. By traveling to Cuba she will be able to better analyze the implications of current U.S. policy toward Cuba.
17. Name of hotel or other lodging facility: Hotel Nacional, Calle 0 esq. 21, Vedado. Ciudad de La Habana, Vedado, Havana
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$151 (base fare of 105 – prior to commission and taxes)
19. Reason(s) for selecting hotel or other lodging facility:

The Hotel Nacional was selected based on its location and accommodations. The current base rate of \$105 per person at the Hotel Nacional exceeds the federal employee lodging per diem for Havana, Cuba by \$8 dollars each day. It is the only hotel centrally located near government offices and landmarks, including the Foreign Ministry, the Ministry of Basic Industry, National Center for Sex Education; the Museum of the Revolution, the historic section of Old Havana, farmers markets and other important venues. It also has the necessary accommodations to run an efficient trip – it is the only hotel in the area that has a business center with high speed internet, printing capabilities and long distance call centers. The Nacional also has meeting rooms, which we use for some of our scheduled activities – at no extra charge.

The Hotel Saint Johns (\$101/day) is the only hotel located nearby, but it does not have the professional business center that is required for a productive trip. The only other Havana hotels that also have high speed internet, fax, etc (Melia Cohiba, Saratoga, Parque Central, etc) are more expensive and are not centrally located.

** Please contact me if this is an issue so that we can explore other options with proper notice.

Center for Democracy
—IN THE—
AMERICAS



EXECUTIVE DIRECTOR
Sarah Stephens

DIRECTORS

Dr. Dan Hellinger
Board President
Webster University

Deborah Barry
Center for International
Forestry Research and
Rights and Resources
Initiative

Bonnie Goldstein
journalist

Francesca Jessup
Polity Working Group,
El Salvador

Curtis Schaeffer
Casals and Associates

Tracy Sturdivant
political activist

ADVISORS

David Dreyer
TSD, Inc.

Robert Kerrigan
Kerrigan, Estes, McLeod &
Rankin

Sgt. Carlos Lazo
Cuban American
Commission for Family
Rights

Conrad Martin
Fund for Constitutional
Government

Román Mayorga
retired, Inter-American
Development Bank,
Venezuela

Mark Schneider
International Crisis Group

Wynn Segall
Akin Gump Strauss Hauer &
Feld, LLP

Dr. Julia Sweig
Council on Foreign Relations

March 8, 2010

Dear traveler:

I am writing to invite you to join a fact-finding delegation to Cuba from March 28-31, 2010. The trip is hosted and led by my organization, the Center for Democracy in the Americas. We have invited a bipartisan group of Senate and House staffers to travel together on these dates.

The Center for Democracy in the Americas has run more than three-dozen delegations to Cuba since 2001. We bring supporters and opponents of U.S. policy, Democrats and Republicans, legislators and staff so that they can experience Cuba directly and make better informed decisions about the future of U.S.-Cuba relations.

Our delegations examine a range of issues by seeing a cross-section of Cuba's people and its society. We meet with government officials, leaders of civil society, diplomats from foreign government, academics and artists, and average Cubans in a variety of settings. The purpose of our trips is simple: to give U.S. policy makers the opportunity to ask their own questions and reach their own conclusions about our policy and whether it should be changed.

Our trips comply fully with the rules enacted by Congress on ethics and travel.

We hope you can join us. The deadline for submitting travel forms to House Ethics is Friday, so we need to know as soon as possible.

Sincerely,

Sarah Stephens

*Affiliations listed for
identification purposes only

P.O. Box 53106 Phone : (202) 234.5506
Washington, DC 20009 Fax: (202) 234.5508

www.democracyinamericas.org

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees**

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Aaron M. Popelka

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: Jerry Moran (KS-01)

Office address: 2202 Rayburn Building, Washington, DC 20515

Phone number: (202) 225-2715

Email address of contact person: Aaron.Popelka@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Aaron M. Popelka
2. Sponsor(s) (who will be paying for the trip): Center for Democracy in the Americas
3. Travel destination(s): Cuba
4. a. Date of Departure and Date of Return: March 28, 2010 - April 1, 2010
- b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
- If yes, dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
- b. If yes, name of accompanying family member: _____
- c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
- b. If yes, check one of the following: ☐ N/A – Sponsor checked 9(a) or 9(b)
- (1) Approval for one-night's lodging and meals is being requested: ☐ or
- (2) Approval for two-nights' lodging and meals is being requested: ☐
- If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:
- The trip will examine current social, political, and economic conditions in Cuba and the impact of current U.S. policies on these areas.
- I advise Congressman Moran on agriculture and trade policy and this will broaden my knowledge base of these areas in relation to Cuba.

9. **FOR STAFF:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 3/23/2010

Jerry Moran

Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

ZOE LOFGREN, CALIFORNIA
CHAIR

BEN CHANDLER, KENTUCKY
G. K. BUTTERFIELD, NORTH CAROLINA
KATHY CASTOR, FLORIDA
PETER WELCH, VERMONT

DANIEL J. TAYLOR,
COUNSEL TO THE CHAIR

R. BLAKE CHISAM,
CHIEF COUNSEL AND STAFF DIRECTOR

ONE HUNDRED ELEVENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

JO BONNER, ALABAMA
RANKING REPUBLICAN MEMBER

K. MICHAEL CONAWAY, TEXAS
CHARLES W. DENT, PENNSYLVANIA
GREGG HARPER, MISSISSIPPI
MICHAEL T. McCAUL, TEXAS

KELLE A. STRICKLAND,
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

March 24, 2010

Mr. Aaron M. Popelka
Office of the Honorable Jerry Moran
2202 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Popelka:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your amended proposed trip to Cuba scheduled for March 28 to April 1, 2010, sponsored by the Center for Democracy in the Americas.¹

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$335] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$335 received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ This advisory opinion concerns whether this trip complies with applicable House Rules. It is our understanding that the Department of the Treasury's Office of Foreign Assets Control (OFAC) administers regulations governing travel by United States citizens to Cuba, including what items may be brought back to the United States. You should contact that agency directly to ensure that your travel is permissible under its regulations.

Mr. Aaron M. Popelka

Page 2

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.



Zoe Lofgren
Chair

Sincerely,



Jo Bonner
Ranking Republican Member

ZL/JB:slo